



STATE ELECTION COMMISSION
NCT OF DELHI
NIGAM BHAWAN, KASHMERE GATE, DELHI
Phone: 23914156 23952340
Email: stateelectioncomm.delhi@gmail.com

No.F.10(9)/ByeElection2025/SEC/ 21217

Dated 28/10/2025

ORDER

The **Single Window Permission Committee** comprising the following officers is hereby constituted at SEC (HQ) level for granting permissions to political parties for holding meetings/rallies, road shows, use of vehicles, star campaigners etc. for election campaign purposes in the upcoming Bye-Elections of MCD-2025 in r/o inter district/across Delhi State:-

S.No.	Name	
1.	Sh. D. Karthikeyan, GM(DT&TDC)	Chairman
2.	Sh. Rajiv Chopra, ARO (HQ)	Member
3.	Sh. Deepak Kumar, ARO (HQ)	Member

The Committee shall follow the enclosed guidelines and also consult the guidelines of ECI in the matter. The Committee may take assistance of I.T. Branch of SEC-Delhi to operate the SEC portal for processing of applications/requests for granting permissions. I.T. Branch shall extend all technical help to facilitate smooth disposal of all such applications/requests.

The Committee shall also monitor the status of Single Window Permissions issued by DEO/RO offices on daily basis and extend guidance to sort out the issues, if any.

This issues with the approval of Hon'ble State Election Commissioner.


(Adeshwar Kant)
Secretary In-charge

Copy to: -

1. The Chairman and all Members of Single Window Permission Committee, State Election Commission-Delhi.

Copy for information to: -

1. SA to Hon'ble SEC
2. All DEOs & ROs concerned.
3. Technical Officer, I.T. Branch of SEC.

MOST URGENT
ELECTIONMATTER



STATE ELECTION COMMISSION
NCT OF DELHI,
NIGAM BHAWAN, KASHMERE GATE, DELHI
Phone: 011-23990919, 23952340
Email: stateelectioncomm.delhi@gmail.com

No. F.10(9)/ByeElection/2025/SEC/ 21218

Dated: 28/X/2025

To,

1. The District Election Officers
(North-West, North, Central, South-West, New Delhi, South and East)
2. The ROs(35,56,65,74,76,120,128,139,163,164,173 & 198 Wards)

Sub: Bye-Elections to the Municipal Corporation of Delhi-2025 Instructions regarding setting up of SINGLE WINDOW SYSTEM for grant of permission for Public Meetings/Rallies/Processions, use of Loudspeakers and use of vehicles for election campaigning as well as use of non-commercial/remote/uncontrolled airports/helipads.

Madam/Sir,

The State Election Commission is likely to hold Bye-Elections to the Municipal Corporation of Delhi (for 12 wards) very shortly and the preparations for which are in full swing.

During Elections, political parties and candidates seek permissions for Star campaigners, holding rallies, meetings and political programs, use of vehicles, loudspeakers etc. for campaign purposes. Usually, the candidates seek permission after filing of nominations but the political parties may seek such permission for campaigning of the party even before nomination and that may be for District /inter-District or entire NCT of Delhi.

It has been decided by the Commission that there shall be two channels for granting permissions to political parties and contesting candidates as under:-

1. Requests seeking permissions for Star Campaigner, rallies, meetings and political programs, use of vehicles, loudspeakers, etc. for campaign purposes, in a particular district/assembly constituency/ward, shall be processed and granted at the level of concerned District Election Officer (DEO) through a single window mechanism where all concerned officers like police, traffic police and municipal authorities are available at one place for granting the permission.

2. Requests seeking permissions for star campaigner, rallies, meetings and political programs, use of vehicles, loudspeakers etc. for campaign purposes in the whole city or inter district, shall be processed and granted by the Commission.

Further, the above permissions so granted, shall have to be uploaded online and all concerned stakeholders i.e. Returning Officers, General Observers, Expenditure Observers, SEC HQ, Police, Municipal authorities, political parties, candidates etc. should have access to such permissions for making necessary arrangements.

In this regard, a "Single Window System" is to be set up in the offices of concerned District Magistrates/District Election Officer of the election districts in NCT of Delhi during the election period, to grant permissions to the political parties and candidates for :-

- a) Organizing public meetings/rallies/processions/star campaigning & use of loudspeakers
- b) Usage of non-commercial/remote/uncontrolled airports/helipads; and

In this regard it is also informed that SEC has developed a system for applying and issuance of permission through online module application system. All permission should be issued only through online Permission Module of the SEC, Delhi. No manual permission should be issued.

In view of the above, DMs/DEOS of all the districts of NCT of Delhi are requested to follow the instructions/directions during the ensuing Bye-Elections to the Municipal Corporation of Delhi, 2025 as given below:-

1. All concerned DMs/DEOS shall set up and operationalize "Single Window/Permission Cell" in their offices, which will be equipped with necessary infrastructure such as photocopier machine, scanner, computer, telephone etc. and dedicated staff who will provide photocopies of applications received by Permission Cell In-charge, to various Nodal Officers of other departments present in the office of District Election Officer for prompt action at their end with regard to obtaining specific clearances from their respective departments.
2. Addl. CP/DCP of the district shall designate One officer of the rank of ACP as Permission Cell In-charge for each district who shall camp in the office premises of DM/DEO. He will collect and process the applications and issue permission/decision to the applicant after obtaining necessary approval from the competent authority of Delhi Police as well as other local authorities, land owning agencies etc. as per relevant laws.
3. The Political Party/Candidate seeking permission can apply offline as well as online through the module developed by the SEC to the ACP (Permission)/Permission Cell In-charge in the office of the DM/DEO concerned at least 48 hours before the event along with the details of Expenditure Plan (format enclosed) in respect of these events/rallies/processions etc. scheduled to be organized within 07 days of making application (excluding the day of application).

Format of Application for permission and Format for submitting details of expenditure of public meetings/rallies etc. are available on the website of the Commission sec.delhi.gov.in

4. The Permission Cell In-charge i.e. ACP (Permission) shall keep a separate register (Log Book) for keeping the record of applications received, their transmission to Nodal Officers of various departments and final grant of permission/decision indicating date and time of each stage. The Traffic Police related permissions shall be obtained by the Permission Cell In-charge and the applicant will not be asked to obtain the same from the Traffic Police separately.
5. The Permission Cell In-charge after obtaining clearance, if any, from other departments such as fire, transport, local authorities, land owning agencies etc will issue the permission to the political parties/candidate within 36 hours of the receipt of application.
6. The Joint CP (Election Cell)/State Nodal Officer of Delhi Police shall send Daily Report of cases of the respective Districts of NCT of Delhi where any permission is pending for more than 36 hours with reasons in the enclosed format.
7. The permission shall be given to the applicant(s) on "First Come First Serve" basis from the Single Window only. It is to be ensured that no political party/candidate is allowed to monopolize campaigning through block applications thereby denying other Political Parties/Candidates equitable opportunity of campaigning.
8. A copy of permission/decision along with a copy of Expenditure Plan shall be submitted by the Permission Cell In-charge to the concerned Returning Officer of the Ward immediately, who in turn will forward it within one hour to the Expenditure Observer of the Ward for making necessary arrangements for videography of the event for purpose of enforcement of Model Code of Conduct and Election Expenditure Monitoring etc and for keeping the record in folder of Evidence of concerned political party/candidate.
9. For usage of non-commercial/remote/uncontrolled airports/helipads by a political party/candidate, the application will have to be made to the concerned District Magistrate at least 24 hours before landing, mentioning the details of travel plan, place of landing in the district and names of passengers in the aircraft/helicopter. A separate register for keeping record of applications received and their disposal shall be maintained for the purpose. The Permission Cell In-charge shall ensure that NOC of Police Authorities, if required, is made available to the DM/DEO well within time.
10. The permission for use of vehicles for election campaigning shall be granted by concerned Returning Officer (RO) of the Ward as per ECI instructions issued from time to time and RO Hand Book.

The following officers of various departments shall be part of "Single Window System" set up in the office of DM/DEO concerned to coordinate, process and assist in obtaining issuance of NOC/Permission/Decision from their department as per rules of the department:-

- i. An officer of the level of Executive Engineer or above from Municipal Corporation of Delhi, Delhi Cantonment Board (DCB) and Delhi Development Authority, as the case may be, for use of land, building, premises, ground etc. as per rules of the department.
- ii. Assistant Divisional Fire Officer or equivalent of the concerned district.
- iii. An officer of the level of Executive Engineer or above from DISCOMS (Electricity) of the concerned district for any requirement for temporary electricity connection at meeting site etc.

The above mentioned officers shall follow the following procedure for issuance of NOC/Permission/Decision at Single Window System :-

- a) These officers shall camp in the office premises of the DM/DEO concerned.
- b) They shall collect photocopy of application for permission submitted by a party/candidate at Single Window System from the Permission Cell In-charge who is also camping in the DM/DEO office.
- c) They will process the applications in their respective departments on urgent basis and issue permission/NOC/decision as per departmental rules on the same day of making application on "First Come First Serve" basis and deliver to the Permission Cell Incharge for issuance of further permission/decision to the applicants.
- d) DMs/DEOS shall ensure necessary sitting arrangements for these officers.

Commissioner-Delhi Police, Chairman-NDMC, Commissioner-Municipal Corporation of Delhi, Vice Chairman-DDA, Principal Secretary-Power, Chief Fire Officer, Chief Executive Officer-Delhi Cantonment Board etc. shall designate the above said Officers in the Single Window in the office of all the District Election Offices from the date of announcement of Bye Elections to the Municipal Corporation of Delhi, 2025. The designated officers/officials shall report to the concerned DM/DEO from the date of announcement of elections.

An officer of the rank of Assistant Director or above from Transport Department, GNCTD, as designated by the Transport Department, shall camp in the SEC, Delhi Office in Model Code of Conduct Branch to facilitate obtaining permission/decision in respect of modified vehicles to be used for rally and election campaigning from the date of announcement of elections. The Commissioner, Transport Department, Delhi shall designate the officer for SEC, Delhi office for reporting.

The information of designated officers as such name, designation, office address, mobile number, e-mail ID etc shall be sent to the SEC office through e-mail stateelectioncomm.delhi@gmail.com as well as to all D.Ms/D.E.Os within 24 hours of receipt of this order.

The above said instructions/directions shall come into operation from the date and time of announcement of Bye-Elections to the Municipal Corporation of Delhi, 2025 and will continue till the completion of election process.

All DMs/DEOs/ROs to comply with all instructions/directions/ guidelines issued by the SEC from time to time in this regard.

All DMs/DEOs/ROs are required to convey these instructions to all Addl.CPs/DCPs of their district, District/Zonal Heads of other departments such as Municipal Corporation, NDMC, DCB, Fire Department, Electricity Department etc. General Observers, Expenditure Observers, as well as the office bearers of all political parties and to the candidates at the time of nomination.

These instructions shall be displayed on the Notice Board in the office of all DMs/DEOs/ROs as well as other suitable places of public awareness.

To operationalize the online module regarding Single Window Permission and to ensure its proper implementation/functioning, following officers of SEC may be contacted:-

1. Sh. Himanshu Deora, Technical Officer(I.T.) (M-7975124416)
2. Sh. Vishal Jain, I.T. (Consultant) (M-9818750376)

This issues with the approval of Hon'ble State Election Commissioner, Delhi.

Yours faithfully,


(Adeshwar Kant)
Secretary In-charge

Encl:

1. Format of Application Form for seeking Permission for Rallies/Meetings etc.
2. Format for submitting Details of Expenditure of Public Meetings/Rallies etc.
3. Format for submitting Report of pending cases (more than 36 hours) of Single Window System

No. F.10(9)/ByeElection/2025/SEC/

Dated:

Copy to: -

1. Principal Secretary, Home Department, GNCTD, Delhi.
2. Commissioner of Police, Delhi Police Headquarters, I.P. Estate, New Delhi.
3. Vice Chairman, Delhi Development Authority, Delhi.
4. Chairman, NDMC, New Delhi.
5. Principal Secretary, Power Department, GNCTD, Delhi.
6. Secretary-cum-Commissioner, Transport Department, GNCTD, Delhi.
7. Commissioner, MCD
8. Chief Executive Officer, Delhi Cantonment Board, Delhi.
9. Chief Fire Officer, Delhi.

10. Special CP/Nodal Officer (Election), Delhi Police Headquarters, Jai Singh Road, New Delhi with the request to circulate it to all concerned police authorities down the line immediately for compliance.

Copy for information to :-

1. SA to Hon'ble SEC-Delhi.
2. PA to Secretary In-charge, SEC
3. Technical Officer (I.T.), SEC with the direction to upload the order on website and also facilitate all concerned to operationalize the online module regarding Single Window Permission and ensure its proper implementation/functioning.

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28/10/15
(Adeshwar Kant)
Secretary In-charge



STATE ELECTION COMMISSION
National Capital Territory of Delhi
Nigam Bhawan, Kashmere Gate, Delhi-110006
Phone No.-011-23990919, 91-011-23952340
Email-stateelectioncomm.delhi@gmail.com

BYE-ELECTION TO MUNICIPAL CORPORATION OF DELHI-2025	
APPLICATION FOR PERMISSION	
To The DEO/Returning Officer, Ward Number and Name _____	
Application:- (Tick anyone) Example (X & ✓)	
☐	To Hold Election Meeting(s)/Rally With/Without Loud Speaker
☐	For Permission of Election Procession With/Without Loud Speaker
☐	For Permission To Use Vehicle(s) For Election Campaign By The Candidate/Political Party (with in Ward)
☐	For Permission To Use Vehicle(s) for Election Campaign By The Candidate/Political Party {across Delhi State} <u>-To be submitted at SEC Office.</u>
☐	For Permission to open Temporary Office
☐	To Grant Permission for Landing of Helicopter

BASIC - INFORMATION

1.	Mobile Number	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>																								
2.	Applicant Type* {Tick anyone} Example {X&✓}	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Candidate</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Party Representative</td> <td></td> <td></td> </tr> <tr> <td>Election Agent</td> <td></td> <td></td> </tr> <tr> <td>Candidate's Representative</td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> </tr> </table>										Candidate			Party Representative			Election Agent			Candidate's Representative			Others		
Candidate																										
Party Representative																										
Election Agent																										
Candidate's Representative																										
Others																										
3.	Name of the Political Party/Independent*																									
4.	Name of the Applicant*																									
5.	Father's Name/ Mother's Name/ Husband's Name*																									
6.	E-Mail ID*																									
7.	Gender* {Tick anyone} Example {X&✓}	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MALE</td> <td style="width: 50%;"></td> </tr> <tr> <td>FEMALE</td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> </tr> </table>										MALE		FEMALE		OTHER										
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INFORMATION REGARDING EVENT

9.	Ward No.*																																		
10.	Ward Name *																																		
11.	Police Station*																																		
12.	Address*																																		
13.	Submission Date & Time*																																		
14.	Event Start Date & Time*	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="2">DATE</td> <td>D</td> <td>D</td> <td>-</td> <td>M</td> <td>M</td> <td>-</td> <td>Y</td> <td></td> <td>Y</td> <td>Y</td> </tr> <tr> <td>TIME</td> <td>AM/PM</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td>:</td> <td></td> <td></td> <td></td> </tr> </table>										DATE		D	D	-	M	M	-	Y		Y	Y	TIME	AM/PM							:			
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15.	Event End Date & Time*	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="2">DATE</td> <td>D</td> <td>D</td> <td>-</td> <td>M</td> <td>M</td> <td>-</td> <td>Y</td> <td></td> <td>Y</td> <td>Y</td> </tr> <tr> <td>TIME</td> <td>AM/PM</td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td>:</td> <td></td> <td></td> <td></td> </tr> </table>										DATE		D	D	-	M	M	-	Y		Y	Y	TIME	AM/PM							:			
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TIME	AM/PM							:																											
16.	Event Place / Venue*																																		
17.	Details of Event*																																		

EVENT SPECIFIC INFORMATION

18. For Permission of Election Procession /Rally With/Without Loud Speaker.

A. Provide details of Route

19. In case of holding Election Meetings with / without Loud Speaker.

A. Venue

B. Certificate /Declaration
Certificate That The Consent Letter of Venue Owner Is Obtained and Attached.

20. In case of Opening of Temporary Office.

A. Address of the Temporary office

B. Certificate /Declaration

Certificate that the premise is not within 200 meters of any Polling Stations.
Certificate that the premise is not within any Religious Place.
Certificate that the Consent Letter of Venue Owner is obtained and attached.

21. In case of Permission to use Vehicle(S) during Election Campaign.

A.	Details of vehicle (use separate sheet for more vehicles)	S.No.	Class of vehicle (HMV/ LMV/ Three Wheeler/Two Wheeler	Registration No. & Chassis No.	Type of Vehicle (Eg. Innova/ Dezire / Bolero. Etc.)
		1.			
		2.			
		3.			
		4.			
		5.			
B.	Certificate	Certified that Copy of RCs attached. Certified that I/We shall follow and comply with MCC regarding use of Vehicle Certified that I/We shall also follow that Provisions of the Motor Vehicle Act,-1998/ Motor Vehicle Rule – 1989 and Delhi Motor Vehicles Rules-1993 and other applicable Laws/rules/guidelines.			

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22		In case of Permission for Landing of Helicopters.	
A.	Helicopter Owner / Company Name		
B.	Helicopter Registration No.		
C.	Seating Capacity of the Helicopter (Excluding the Pilot)		
D.	Helicopter Landing Venue		
E.	Landing Date and Time – Between		
F.	Smt. /Sh. _____ will be travelling by.		
Accompany person name			
I.	Shri./Smt. _____		
II.	Shri/Smt. _____		
III.	Shri/Smt. _____		
With following articles:-			
Certified that:-			
1.	The arrangements for construction of the Helipad, Barricade has done by the undersigned as per the approved specification		
2.	I shall fully comply with the conditions Laid Down for according permission for landing of Helicopter.		
3.	DECLARATION:-		
The expenditure to be incurred for the permitted event shall be included in the Election expenditure of the Candidate/Political Party as per the guidelines issued by the Election Commission of India.			
I hereby declare that the facts and particular mentioned above are true and correct to the best of my knowledge and belief.			
Date:- ____/____/____		[Signature of the Applicant]	
		[आवेदक के हस्ताक्षर]	
Note :-			
1. Field marked as (8) are mandatory			
2. Only Single Application form is to be used for single even. / permission.			
3. Strike out whichever is not applicable.			

BYE-ELECTION TO THE MUNICIPAL CORPORATION OF DELHI-2025
DETAILS OF EXPENDITURE ON PUBLIC / MEETINGS / RALLIES ETC.

(To be given by the candidate/his election agent at the time for applying for permission to hold the Public Meeting/Rally etc.)

Name of District:

No. and Name of Ward:

Name of Candidate:

Political Party if any:

Date, time and duration of Public Meeting/Rally etc.:

(Location) Venue of Public Meeting / Rally etc.:

[illegible]

BYE-ELECTION TO THE MUNICIPAL CORPORATION OF DELHI-2025

Report of pending cases (more than 36 hours) of Single Window System

S.No.	Name of Election District	Name & Designation of ACP (Permission) / Permission Cell In-charge	Mobile No.	No. of applications pending at Single Window for more than 36 hours of the receipt of application	Remarks / Details of pending application with reasons